

Records Retention Schedule

**GEORGIA DEPARTMENT OF HUMAN RESOURCES-**

**Division/Office:**

**Section/Unit:**

Office of Technology & Support  
Construction & Real Property Section  
Facilities Management Unit

**Schedule No.:**

**00-80**

**Admin.Chg.Date: 10-15-97**

**Record Series Title:**

**GRANT PROJECT PAYROLL FILES**

**Description:**

Documents relating to payment of payrolls for construction of health facilities.

Included are: payroll time sheets; personnel and project information; skill levels; time worked; and pay for week's work.

**File Arrangement:**

By project number.

**Retention/Disposition Instructions:**

Cut off file at end of construction project; hold in current files area 3 years; then return to appropriate contractor for his disposition.

**Confidential:**

No-Open Record

**Supersedes:**

00-80 (approved 3-10-97)

M97-253

(00-80.OSS)

970922-02

# **RECORDS RETENTION SCHEDULE NOTIFICATION** (ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING AND M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

ALL DHR DIVISION/ OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO.  
SEE BELOW

NOTIFICATION DATE

SERIES TITLE  
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE

ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)

☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST

OR

☐ SEE DELETION EXPIANATION BELOW:

*SWC* *12/2/97* *12/2/97* *12/2/97*  
~~00-080, 00-082, 00-083, 00-084, 00-080, 78-440, 73-499, 73-500, 73-501, 75-445, 78-016, 78-0299-A, 78-301~~

78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

DATE:  
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

DATE:  
12-2-97



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>2-23-72</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. GDPH - 16		Date Received <b>MAR 10 1972</b>	Application No. <b>80</b>
3. AGENCY, Division, Subdivision & Administering Office Address  Georgia Department of Public Health Program Management Service 47 Trinity Avenue, Atlanta, Georgia		Date Completed <b>MAR 10 1972</b>	
4. Person to Contact  Mr. Robert Maifeld		5. Working Title Chief, Program Management	
		6. Tel. No. 656-4694	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates  1960 - Present	9. EXACT SERIES TITLE  Grant Project Payroll File
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10. What function performed resulted in creation of this series

Federal regulations (Labor Department) requires a copy of the payroll of each contractor who is constructing a Health Facility Project. The Health Department reviews and ascertains that minimum pay scales are adhered to. Well qualified, and semi-skilled persons are employed and working hours are maintained and are paid according to minimum pay standards.

11. DESCRIPTION OF SERIES - Include Form No. & Title, if any

This file series consist of payroll time sheets relating, personnel and project information, skill level, time worked, and pay for week's work, ussilly consisting of accounting sheets or payroll sheets.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	6	9		1	1½
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				7	
			By Annual Accumulation	This Year's	Last Year's
					Preceding Year's
					All Prior Years
			AVERAGE DAILY REFERENCES	1	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO  
As stated by state & Federal regulations
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept 3 years :

- a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☒ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Regulation state that payrolls will be kept 3 years past date of completion of construction.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER end of construction of project then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives ;  
destroy remainder.

3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s). then transfer to Archives permanently.

E. ☒ Other Hold in current files area 3 years, then at end of project, return to contractor for his disposition.

(Indicate briefly rationale for recommendations above/or write additional remarks):

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by <i>A. J. Mayfield</i>	Recommendations prepared by <i>A. J. Mayfield - gnt</i>	Approved for Division Date <i>D. B. Ladd, Jr. 237d 72</i>	Records Management Officer Date <i>Douglas M. Hoie 2-23-72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, M.D.</i>	Date <i>3-9-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Parroll Hart</i>	Date <i>3-10-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Deun. Fortson</i>	Date <i>3-10-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>3-10-72</i>